

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES  
A PROMOTIONAL EXAMINATION  
A \$25.00 NON-REFUNDABLE FEE IS REQUIRED**

Exam Title: **ASSISTANT POLICE CHIEF, TYPE C**

Exam #: **75758**

Date of Examination: **March 6, 2021**

Last Date for Filing: **January 22, 2021**

*(Applications must be submitted or postmarked by the last date for filing)*

**Job Title:** Assistant Police Chief

This examination is being held to establish an eligible list and fill future vacancies for the City of Troy.

**City of Troy, Salary \$120,600**

**MINIMUM REQUIREMENTS:**

**Qualifying Experience for Appointment from Eligible List:** Candidates must be permanently employed in the competitive class in the City of Troy, and must have served continuously on a permanent or contingent permanent basis for at least twenty-four (24) months as a Police Captain in the City of Troy.

**Qualifying Experience to Sit for the Exam:** Candidates must be permanently employed in the competitive class in the City of Troy, and must have served continuously on a permanent or contingent permanent basis for at least twenty (20) months immediately preceding the date of the written test as a Police Captain in the City of Troy.

**DUTIES OF THE POSITION:** (Illustrative only)

- Directly accountable to the Police Chief for the performance of all members within assigned command;
- Performs duties on a flexible schedule as authorized by the Police Chief, including leave from duty requests;
- Conducts regular line & staff meetings to ensure coordinated division activities;
- Assists in the preparation of the department budget;
- Actively participates in and contributes to the New York State Law Enforcement Accreditation Program;
- Assists the Police Chief and/or Deputy Police Chief in recruitment;
- Assists the Police Chief and/or Deputy Police Chief in establishing organizational vision. Assist subordinates' professional growth by ensuring timely and necessary training;
- Commence discipline when necessary and ensures disciplinary process is swift, fair and consistent;
- Performs periodic inspections of the activities and records of their divisions to ensure efficient and effective work product;
- Proactively manages the work environment to ensure compliance with City of Troy policies, and all laws intended to provide a workplace free of harassment and discrimination;
- Provides annual reports on division activities and any additional reports that are required by the Police Chief and/or Deputy Police Chief
- Ensures high degree of cooperation with other city departments, Rensselaer County agencies, and law enforcement partners at all levels of government;
- Attends training deemed necessary by the Police Chief;
- Performs as agency representative when directed by the Police Chief and /or Deputy Police Chief, including public speaking duties;
- Performs as Duty Chief for weekly periods on a rotating basis or when so directed by the Police Chief;
- Performs other duties as directed by the Police Chief and/or Deputy Police Chief.

**SUBJECTS OF EXAMINATION:** There will be a written test, which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills and/or abilities in such areas as:

**1. Knowledge of law enforcement methods, practices, and procedures** -These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day, work-related activities. Areas covered include investigation procedures, patrol techniques, police-community relations, courtroom procedures, personnel practices, policy making and budgeting procedures.

**2. Knowledge of law enforcement methods, practices, and procedures** -These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day, work-related activities. Areas covered include investigation procedures, patrol techniques, police-community relations, courtroom procedures, personnel practices, policy making and budgeting procedures.

**3. Knowledge of New York State laws – Criminal** -These questions test the candidates' knowledge of the laws in effect on January 1, 2021. This portion of the test is a sampling of the various sections of the law that police personnel may encounter in the course of their day-to-day work-related activities. Laws covered may include the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other laws relevant to law enforcement in New York State.

**4. Police Administrative Supervision and Administration** -These questions test for the knowledge of managerial functions involved in directing the operations of a B or C level police department as well as the knowledge of the principles and practices involved in supervising a large subordinate staff, including subordinate supervisors. These questions cover such areas as: developing objectives and formulating policies; forecasting and planning; organizing and coordinating; informing and instructing; guiding and leading; decision-making and problem solving; communicating effectively; staffing and staff development; time management; assigning work and evaluating performance; handling conflict and grievances; and budgeting.

**5. Understanding and interpreting written material** -These questions test how well you comprehend written material. You will be provided with brief reading selections and will asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

**6. Preparing written material in a police setting** -These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other

questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences

**The use of calculators is PROHIBITED for this examination.**

**P. E. R. C. Statement** - The final rating key for this examination will be established by the State Civil Service Commission prior to the testing date, upon recommendation of a committee of police experts who will review all the questions for appropriateness and accuracy. There will be no review of the questions by candidates. The committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBAs, Inc., and the New York State Association of Chiefs of Police, Inc.

A Guide for the Written Test for **Police Chief/Assistant Chief** is available at the New York State website:

<https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination.

**SENIORITY CREDIT:** Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible's passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

|                                     |                 |
|-------------------------------------|-----------------|
| <b>Less than 1 year</b>             | <b>0 points</b> |
| <b>1 year up to 6 years</b>         | <b>1 point</b>  |
| <b>over 6 years up to 11 years</b>  | <b>2 points</b> |
| <b>over 11 years up to 16 years</b> | <b>3 points</b> |
| <b>over 16 years up to 21 years</b> | <b>4 points</b> |
| <b>over 21 years</b>                | <b>5 points</b> |

**CSL §23-2:** This exam is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.

**APPLICATION/APPLICATION FEE:** A **\$25.00 NON-REFUNDABLE** application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Payment will be accepted in the form of a check, money order, or cash. Make check or money order payable to **Troy Civil Service Commission**. Applications and payment may be filed in person during business hours (Monday-Friday 8:30am-4:30pm), or by mail to the **Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY 12180**. Write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL**. Personal checks returned for insufficient funds will be assessed an additional \$25 NSF fee.

Application forms may be obtained on line at [www.troyny.gov](http://www.troyny.gov) or at the Troy Civil Service Commission Office. **Applications received/postmarked after the filing deadline will not be accepted.** Every question on the application must be answered.

Submission of a resume instead of a complete application is unacceptable. If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those exams for which you clearly qualify. The Troy Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

**Exception to Fee Requirement** - A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household, eligible for Medicaid, Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are Job Training Partnership Act/Workforce Investment Act eligible. To request a waiver, you must complete a "Request for Application Fee Waiver and Certification" form and submit it with your application. All claims for application fee waiver are subject to verification. Forms can be obtained from the Troy Civil Service Commission Office or online at [www.troyny.gov](http://www.troyny.gov).

**ADMISSION NOTICES:** Accepted candidates will be notified of when and where to appear for the examination. No one will be admitted to the exam without a picture identification card, and an official admission letter. If an application is disapproved, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Contact the Commission if you have not received your notice three (3) days before the date of the test.

**ALTERNATE TEST DATE POLICY:** The Troy Civil Service Commission recognizes the need to accommodate applicants on other than regularly scheduled test dates. Our alternate test date policy is based upon the premise that a candidate will make such a request only because of compelling circumstances, like an emergency conflict between the announced date and an event of serious importance beyond his or her control. However, a candidate should make every effort to appear on the announced date. For situations such as medical emergencies, the candidate must notify the Civil Service Office no later than the Tuesday following the Saturday scheduled test date.

**THE TEST CANNOT, UNDER ANY CIRCUMSTANCES, BE ADMINISTERED ONCE A CANDIDATE HAS BEEN IN CONTACT WITH OTHER CANDIDATES AFTER THE PRE-RATING REVIEW. AN EXAMINATION CANNOT BE ADMINISTERED PRIOR TO THE SCHEDULED DATE.**

To request an alternate test date, contact the Troy Civil Service Commission as soon as possible, but prior to the exam date.

**CROSS FILER STATEMENT:** If you have applied for any other civil service exams to be given on the same test date for employment with NY State or any other local government jurisdiction (excluding NYC), you must make arrangements to take all the exams at one test site.

If you have applied for both State and local government exams to be held on the same date, you must notify the Troy Civil Service Commission of your intent to take both a State and local government examination, no less than two (2) weeks before the date of the exam. **When taking both a State and a local government examination you will be required to take all your examinations at a State examination center.**

If you have applied for other local government exams, call or write to each civil service agency to make exam site arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the exams. You must notify all government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**RELIGIOUS ACCOMMODATIONS/DISABLED PERSONS/MILITARY MEMBERS:** If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

**VETERANS CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from the office of the Troy Civil Service Commission.

**THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS.** Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.